



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

November 2018

### CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

- **As of November 13, 2018, for all advertised (2:00 pm) bids, the bid tabulation will be released to the vendors 14 days from the bid opening date.**

#### Other continued changes:

- Bid submissions can be delivered to the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123 or General Government Building, 200 Derbigny St., Suite 4400, Gretna, LA 70053. Bidders may submit bid submission to the East Bank location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**
- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission from all bidders.** Bidders must read the insurance requirement attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

**Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.**

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123

Office 504.364.2678

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053

Office 504.364.2678

Email: [Purchasing@ieffparish.net](mailto:Purchasing@ieffparish.net) Website: [www.ieffparish.net](http://www.ieffparish.net)



**Bid Number 50 - 124708**

Labor, equipment and material to clean and test Electrical Distribution Equipment at (3) locations for the Department of General Services

**December 7, 2018 at 11:00 am**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Doris Abraham, Buyer I  
Buyer Email: [dabraham@jeffparish.net](mailto:dabraham@jeffparish.net)  
Buyer Phone: 504-364-2690**

Revised per Addendum # 1 - Please replace original with this revised page.



DATE: 11/28/2018

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00124708

**JEFFERSON PARISH**

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

VENDOR:

BUYER: DABRAHAM@jeffparish.net

Bids will be received until 11:00 AM, 12/07/2018 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office as appropriate and a written response will be provided as soon as possible.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1991).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

Revised per Addendum # 1 - Please replace original with this revised page.



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

### IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

## ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

3, 4, 5, 6, 10, 13

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 11/14/2018

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00124708

## JEFFERSON PARISH

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

VENDOR:

BUYER: DABRAHAM

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

### DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: #1 (DATED 11/28/2018)

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 15695

### \*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\*

FIRM NAME: <u>DEUBLER ELECTRIC, INC.</u>	
SIGNATURE: (Must be signed here) <u>[Signature]</u>	TITLE: <u>vice president</u>
PRINT OR TYPE NAME: <u>Amy D. Foy</u>	
ADDRESS: <u>5143 RIVER RD.</u>	
CITY, STATE: <u>HARRAHAN, LA</u>	ZIP: <u>70123</u>
TELEPHONE: <u>504 733-1990</u>	FAX: <u>504 733-8489</u>
EMAIL ADDRESS: <u>amyd@deublerelectric.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 24,540<sup>00</sup>



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124708

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>Labor, material, equipment to clean and test Electrical Distribution Equipment at (3) locations for the Department of General Services</p> <p>0010 - ELECTRICAL DISTRIBUTION EQUIPMENT (CLEANING &amp; TESTING)</p> <p>WE EXTEND THIS BID TO PROVIDE LABOR, MATERIALS, DELIVERY, EQUIPMENT, AND ALL OTHER INCIDENTALS NECESSARY TO PERFORM THE FOLLOWING ON THE MAIN ELECTRICAL DISTRIBUTION EQUIPMENT FOR THE DEPARTMENT OF GENERAL SERVICES AS PER THE ATTACHED SPECIFICATIONS.</p> <p>-PREVENTATIVE MAINTENANCE AND INSPECTION -CLEANING -TUNE UP -DIAGNOSTIC ANALYSIS -LUBRICATION -TESTING</p> <p>WORK LISTED SHALL BE PERFORMED AT THE FOLLOWING LOCATIONS:</p> <p>- JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD JEFFERSON, LA 70123</p> <p>-MAIN ELECTRICAL SWITCHBOARD -MAIN DISTRIBUTION BOARD -EXTERIOR TEMPORARY GENERATOR CONNECTIO</p>	\$11,215 <sup>00</sup>	\$11,215 <sup>00</sup>
2	1.00	EA	<p>0020 - FIRST PARISH COURT 924 AIRLINE DRIVE METAIRIE, LA 70003</p> <p>-MAIN ELECTRICAL SWITCHBOARD -MAIN DISTRIBUTION BOARD -MAIN ELECTRICAL SWITCH IN GENERATOR HOUSING</p>	\$5,720 <sup>00</sup>	\$5,720 <sup>00</sup>
3	1.00	EA	<p>0030 - JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE METAIRIE, LA 70003</p> <p>-MAIN ELECTRICAL SWITCHBOARD -MAIN DISTRIBUTION BOARD</p>	\$7,605 <sup>00</sup>	\$7,605 <sup>00</sup>

Revised per addendum # 1 - Please replace the original page 5 of the bid form with this revised page 5 form when submitting your bid.

Note: Failure to do so will result in bid rejection. Also, be sure to acknowledge this addendum on page 4 of the bid form.

## **Clean and Test Electrical Distribution Equipment**

### **Section 1.0 – Site Visits:**

A site visit will be available:

Please contact Shayne Perez, Facilities Maintenance Manager @ (504)736-6036  
SPerez@jeffparish.net

### **Section 2.0 – Scope:**

We extend this bid to cover the furnishing of labor, materials, and equipment necessary to perform the following on the main electrical distribution equipment:

- Preventative maintenance and inspection
- Cleaning
- Tune-up
- Diagnostic analysis
- Lubrication
- Testing

**Work shall be performed on the following equipment:**

#### **Joseph S. Yenni Building:**

- Main electrical switchboard
- Main distribution board
- Exterior Temporary Generator Connection

#### **Jefferson Parish First Parish Court Building**

- Main electrical switchboard
- Main distribution board
- Main Electrical switch in generator housing

#### **Jefferson Performing Arts Center**

- Main electrical switchboard
- Main distribution board

Revised per Addendum # 1 - Please replace original with this revised page.



### **Section 3.0 Locations**

All work listed in these specifications shall be performed at the following locations:

- Joseph S. Yenni Building located at 1221 Elmwood Park Boulevard, Jefferson, LA 70123
- Jefferson Parish First Parish Court Building located at 924 David Drive, Metairie, LA 70003
- Jefferson Performing Arts Center located at 6400 Airline Drive, Metairie, LA 70003

### **Section 4.0 –License Requirements:**

The following Louisiana State license shall be required for this project:

- Commercial Contractors License
- Electrical License

### **Section 5.0 – Quantities/Inspection:**

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. All measurements given in these specifications are informational only.

### **Section: 6.0 – Standards:**

All work shall meet or exceed the following industry standards:

- Underwriters Laboratory (UL)
- American National Standards Institute (ANSI)
- National Testing Association (NETA) standards

Revised per Addendum # 1 - Please replace original with this revised page.

## **Section 7.0 – Specifications:**

The successful bidder shall supply all labor, materials, delivery, and necessary essentials to perform the following:

- Coordinate with the owner any necessary power outage with the Utility and transfer all loads to the emergency generator if necessary.
- Visually inspect equipment to identify potential problem areas.
- Complete mechanical inspection for proper operation.
- Secondary current injection test of all circuit breakers with solid state trip units.
- Contact resistance test on all circuit breakers installed in the switchboard, all fused switches, and exterior Temporary Generator Connection gear. (Ductor Test)
- Insulation resistance test on the main bus and circuit breakers.(Megger Test)
- Verify proper operation of the auto transfer PLC function.
- Visual inspection of all mechanical components and connections on all circuit breakers.
- Exercise circuit breakers to include rack in and rack out of draw out style breakers.
- Clean and lubricate all mechanical parts to include the main contact if applicable on all breakers.
- Perform a secondary current injection test to verify proper operation of trip units on electronic trip breakers only.
- Clean and lubricate all internal components in the switchgear.
- Current injection test on ground fault relays to verify proper operation in switchgear.
- Inspect metering devices for proper operation.
- Replace all burnt bulbs on switchgear (PLC display). Change all batteries in switchgear.
- Selective electrical tests to determine correct operating levels and values.
- Coordinate with the owner any necessary power outage with the Utility and transfer all loads to the emergency generator if necessary.
- Successful bidder shall provide all temporary lighting and necessary electrical power for the maintenance and inspection work.
- Jefferson Parish and the Department of General Services shall not supply any generators, light plants, extension cords, etc.
- Provide a written quote to the Department of General Services for all work outside of these specifications.
- No work shall be performed outside the parameters of these specifications without a separate purchase order issued by the Department of General Services.
- Report serious deficiencies immediately to the Department of General Services representative(s).
- Owner will provide a Maintenance electrician to work with the vendor to energize and de-energize the equipment inside the building.
-



## **Section 7.0 – Specifications: Continued**

- Based on the visual inspection and findings, the successful bidder shall provide in writing to the Department of General Services any recommendations which would prevent equipment downtime, increase equipment efficiency and safety or any pertinent information which would be beneficial to the maintenance and operation of this equipment.
- All field service testing personnel shall be properly trained and certified in safe work practices, per OSHA 29 CFR 1910.332 and lockout/tag out OSHA 1910.147. The training shall be up to date yearly as required and each field service person working shall have a current certification of completion prior to mobilizing on the work site these certificates shall be submitted with the bid.
- Testing contractor shall be locally based within one hour of the job location with qualified field service representatives with the ability to provide factory advisory services.
- During normal working hours (8 a.m. – 3 p.m.) while all systems are under load, contractor shall perform an infra-red (IR) scan on all breakers, cable terminations, and all accessible buss bars. Provide in writing to General Services any deficiencies requiring attention. Item (s) requiring immediate attention shall be identified and presented to General Service's representatives at point of determination.
- All other work and testing shall be done on de-energized equipment, without exception. It shall be the successful bidder's responsibility to coordinate all testing outages with the Department of General Services representatives prior to the de-energizing process.
- If necessary, Jefferson Parish will pay any fees associated with disconnected utility power to the facility for the purpose of performing work outlined in these specifications.
- Once gear is de-energized, contractor shall visually inspect and clean the interior of the switchgear and torque/tighten all cables and buss connections as per manufacture specifications, paying particular attention to any problem spots that may have been discovered during the IR scan.
- A hand written report shall be provided immediately upon completion of work to a Jefferson Parish representative indicating any pertinent information concerning the safety, operation and needed repairs. A typed report shall be provided by the successful bidder to the Department of General Services representative after all work is completed and within (10) days of completion of the project.
- Successful bidder shall also preform the following items to the switchboard, switchgear, and breakers.

**Section 8.0 Literature requirements:**

It is the successful bidder's responsibility to acquire all operating, maintenance and inspection manuals, guidelines, instructions, etc. to properly complete this as per manufacturer's recommendations and guidelines.

Consult specific instruction manuals and drawings for detailed installation and operating procedures. Switchgear and switchboards should be installed, operated, and maintained by qualified personnel as defined by OSHA 29CFR1910 subpart 5.

**Section 9.0 - Hours of Work:**

Work shall not affect the normal operation of this facility, work can begin at close of business on Friday at 5:00pm and must be fully operational by start of the following business day (Monday 6:00am).

**Section 10.0 – Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder.

**Section 11.0 – Warranty:**

All workmanship and materials must have at least one (1) year guaranty in writing, from the date of acceptance of the project, against defects. The contractor must agree, upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes, replacement, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period.

The contractor will also guaranty that he will hold the Parish of Jefferson harmless from any damage from faulty workmanship or materials performed and/or installed within the duration of the warranty.



**Section 12.0 – SDS:**

The bidder shall notify the Jefferson Parish Department of General Services contact person of any hazardous substances that will be brought to and/or used at the workplace. The bidder shall provide SDS as per this requirement to the Director of the Jefferson Parish Department of General Services.

**Section 13.0 – Permits:**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

**Section 14.0 – Hot Work Permit:**

The successful bidder shall obtain a burn permit form from the Department of General Services before any cutting, soldering or welding is performed.

At no additional cost to owner the successful bidder shall provide a fire watch when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and their equipment will be the sole responsibility of the successful bidder.

**Section 15.0 – Liquidated Damages:**

Commencing on the thirty first day following the notice to proceed until work is substantially complete, liquidated damages will be assessed in the amount of \$100 dollars per day.

**Section 16.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.

## **STANDARD INSURANCE REQUIREMENTS – BIDS UNDER \$30k**

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. However, if a bidder has on file with the Purchasing Department a current (valid) insurance certificate that fulfills the requirements in this document, then this will be accepted as evidence of same. Otherwise, failure to submit a current (valid) insurance certificate with bid submission or if no current (valid) insurance certificate is on file, then the bid will be rejected. Final certificates shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **☒ WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

**Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being**



rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

**Note:** This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

**NOTE:** If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

**UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

**1) OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

**2) BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.





# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Renny Simno**  
Director

November 28, 2018

### **ADDENDUM # 1**

**Bid No.: 50-00124708**

**Original Bid Opening Date: 11-30-18**  
**Postponed to: 12-7-18**

**For: Clean and Test Electrical Distribution Equipment**

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#### Additions and Revisions to Bid Specifications

Addendum # 1 is issued to add the following location to the scope of work.

- Jefferson Performing Arts Center located at 6400 Airline Drive, Metairie, LA 70003

**Note:** Please replace the original page 5 of the bid request with the attached revised page 5 when submitting your bid. Failure to do so will result in bid rejection. Also, be sure to acknowledge this addendum on page 4 of the bid form.

Sincerely,

Doris Abraham

Buyer Name, Buyer I  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/15/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Stone Insurance, Inc. 111 Veterans Blvd, Suite 1420 Metairie LA 70005-3055		<b>CONTACT NAME:</b> Robin Simon <b>PHONE (A/C, No, Ext):</b> (504)832-4161 <b>FAX (A/C, No):</b> (504)835-6657 <b>E-MAIL ADDRESS:</b> robin.simon@stone-insurance.com																									
<b>INSURED</b> Deubler Electric Inc et al 5143 River Road Harahan LA 70123		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"><tr><td>INSURER A:</td><td>Travelers Indemnity of America</td><td>NAIC #</td><td>25666</td></tr><tr><td>INSURER B:</td><td>Phoenix Insurance Co, The</td><td></td><td>25623</td></tr><tr><td>INSURER C:</td><td>Travelers Property Casualty Co</td><td></td><td>36161</td></tr><tr><td>INSURER D:</td><td>L W C C</td><td></td><td>22350</td></tr><tr><td>INSURER E:</td><td></td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td><td></td></tr></table>		INSURER A:	Travelers Indemnity of America	NAIC #	25666	INSURER B:	Phoenix Insurance Co, The		25623	INSURER C:	Travelers Property Casualty Co		36161	INSURER D:	L W C C		22350	INSURER E:				INSURER F:			
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INSURER E:																											
INSURER F:																											

COVERAGES		CERTIFICATE NUMBER: 18/19		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CO-9H664123	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		BA-9H664123	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist BI- \$ 100,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP-0J656452	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	127999	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Project: Generator, East Bank Wastewater Treatment Plant, SCIP Project No. C5116, Proposal No. 50-00112685  General Liability is primary to other insurance available, but only to the extent required by written contract. When required by written contract, those parties listed in said contract, including the certificate holder, are included as additional insured with respect to the General Liability, Auto Liability and Umbrella Liability as afforded by policy and or endorsements. When required by written contract Waiver of Subrogation with respect to General Liability, Auto Liability, Workers Compensation and Umbrella is granted to those parties in said contract, including the certificate holder.						

CERTIFICATE HOLDER	CANCELLATION
Jefferson Parish P.O. Box 9  Gretna LA 70054	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 



Additional Named Insureds
Other Named Insureds
Deubler Communications, LLC
Deubler Electric & Co., LLC

### COMMENTS/REMARKS

The Parish of Jefferson, its districts, departments and agencies under the direction of the Parish President and Parish Council are listed as Certificate Holders.

OFREMARK

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## COMMENTS/REMARKS

Additional Coverage:

### COMMERCIAL GENERAL LIABILITY:

Additional Insured status is extended to any person or organization which requires such provision in a written contract executed prior to a loss.  
Waiver of Subrogation is extended to any person or organization which requires such provision in a written contract executed prior to a loss.

### BUSINESS AUTO LIABILITY:

Additional Insured status is extended to any person or organization which requires such provision in a written contract executed prior to a loss.  
Waiver of Subrogation is extended to any person or organization which requires such provision in a written contract executed prior to a loss.

### WORKERS COMPENSATION/EMPLOYERS LIABILITY:

Waiver of Subrogation is extended to any person or organization which requires such provision in a written contract executed prior to a loss.

Alternate Employer status is extended to any person or organization which requires such provision in a written contract executed prior to a loss.

This policy contains Longshore and Harbor Workers Compensation Act Coverage.

OFREMARK

COPYRIGHT 2000, AMS SERVICES INC.



**DEUBLER electric, inc.**

5143 RIVER ROAD • HARRAHAN, LA 70123 • (504) 733-1990 • Fax (504) 733-8489

**QUOTATION**

Date December 6, 2018

TO: [ Jefferson Parish Purchasing Dept.  
200 Derbigny St  
General Government Building, Suite 4400  
Gretna, LA 70053 ]

RE: Bid No.: **50-00124708**  
Including Addendum  
#1.

All agreements made contingent upon strikes, fire, accidents or cause of delay beyond our control. Quotation subject to withdrawal after 10 days or upon written notice.  
QUOTATION VOID AFTER 60 DAYS. Payments shall be made in full no later than 30 days after date of invoice.

FOR THE SUM OF Twenty Four Thousand Five Hundred Forty and 001/100 DOLLARS (\$) 24,540.00

- Furnish all necessary labor, equipment, to clean and test the Electrical Distribution Equipment at (3) locations for the Department of General Services.

Item 1	\$11,215.00
Item 2	\$ 5,720.00
Item 3	\$ 7,605.00

Louisiana Contractor's License Number: 15695

THANKING YOU FOR AN OPPORTUNITY TO BID, AND ASSURING YOU OF PROMPT ATTENTION SHOULD YOU FAVOR US WITH YOUR ORDER.  
APPROVED TO PROCEED WITH THE WORK.

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

FIRM \_\_\_\_\_

BY \_\_\_\_\_

Very Truly Yours

BY 

**SIGN AND RETURN ONE COPY TO DEUBLER ELECTRIC**